

ADE School Finance Unit

Student Detail Activity Report

Report Month: March 2006

Positively Proactive

Fiscal Year 2005-2006

General Information

- **Purpose & Frequency:** The *Student Detail Activity Report* reflects a two-week schedule of planned data processing events executed by School Finance. This report is updated weekly and posted each Monday.
- **Contact:** Data processing includes: aggregations; data pushing and generating student count financial reports (definitions provided below). Though statewide processes are automatically executed twice each month; Current Year ad hoc requests for Districts should be submitted in writing and sent via email to SchoolFinance@ade.az.gov; for Charters to kdunn@ade.az.gov. **Please include all pertinent information: District & School names; CTDS #s; Fiscal Year; Type: ADM, ELL, SPED; Process: Integrity, Aggregation, Report Generation; your contact information and the reason for your request.**
- **Monthly Payment Cycles:** Following the end of month (EOM) statewide aggregation, the statewide data push is executed in preparation of the payment cycle. The payment cycle typically runs from the 5th through the 15th of each month. During this 'blackout period,' no data pushing is allowed. The only process that will continue to run is aggregation.

Student Detail Data Processing: Statewide Runs & Ad Hoc Requests

Statewide Aggregation: This is the process of computing student detail data submitted by the LEAs. These cumulative values are used to calculate a student's average daily membership (ADM) and average daily attendance (ADA) resulting in the output of district-level data.

- **Minimum Run:** Current fiscal year statewide aggregations will run once a week; usually on Fridays starting at 5:00 p.m.
- **Additional Runs:** We will attempt to execute additional statewide aggregation runs on alternating nights. Usually, this will fall on Mondays, Wednesdays and Fridays. However, this will not apply during the mid-month and end-of-month statewide data processing cycles, which typically encompass the 15th thru the 20th of the month, and the last ADE business day of the current month thru the 5th of the following month.
- **Charter Aggregation Suspension:** Effective December 1, 2004, charter school data will not be aggregated for the first 8 ADE business days of the month; unless approved by the charter data manager. During this suspension period, we recommend that charters maintain an archive of their SDADMS75 reports.

Statewide Data Push: The data push is a process used to transfer/import the aggregated student detail data into the student count systems which are used to calculate the apportionment amount for a District or Charter.

- Current fiscal year statewide data pushes are triggered twice a month: After the monthly payment cycle is complete and again after the EOM statewide aggregation completes. During this time, no aggregation or report generation can be executed.

Statewide Financial Reports: The process of updating the student count financial reports (ADMS 40-series; SPED 28, 04-series and *16; & ELL 10A-1.) These reports are available for review at <http://www.ade.az.gov/Districts/EntitySelection.asp>.

*Note The SPED 16 reports will only be generated once a month during the mid-month statewide data processing and only after 100th day of each fiscal year.

- Current fiscal year ADMS, SPED and ELL reports will be generated twice per payment cycle (monthly). Note: Combined, the statewide data push and financial report generation cycles typically take a minimum of 5 days to complete.

Ad Hoc Data Processing Requests: *POSITIVELY PROACTIVE!*

- The School Finance data managers will review your data for errors that may need correction before it can be processed. The goal is to encourage LEA's to consistently review their data for accuracy—which can potentially improve funding! So in addition to any other methods you employ to regularly audit your data, please check your *Student Integrity Status Reports* before submitting a request for data processing. This report is automatically updated after Integrity completes and is accessible from the Download page of the Student Detail Data Interchange (via Common Logon).



Student Detail Activity Report

Data Processing Event Schedule

Suspended Aggregations for Charter Schools: Effective December 1, 2004, charter school data will not be aggregated for the first 8 ADE business days of the month; unless approved by the charter data manager. During this suspension period: **(1) Please maintain an archive of your SDADMS75 reports**, and (2) This *Activity Report* will reflect that the FY06 statewide aggregations will be limited to Districts Only. For additional information, please contact the charter data manager, Karla Dunn at kdunn@ade.az.gov.

March 2006

POSITIVELY PROACTIVE: FY05 District ADMS 40-series reports will be available for LEAs by Wednesday, March 8, 2006.

Sunday 3/5	Monday 3/6	Tuesday 3/7	Wednesday 3/8	Thursday 3/9	Friday 3/10	Saturday 3/11
<ul style="list-style-type: none"> Begin FY06 Statewide SPED 16 Reports Districts & Charters Begin FY06 Statewide ELL 10A-1 Reports Districts & Charters 	Payment Cycle <ul style="list-style-type: none"> No Ad Hoc Requests No Data Pushing No Report Generation FY06 ADMS Statewide Aggregation Districts Only	Payment Cycle <ul style="list-style-type: none"> No Ad Hoc Requests No Data Pushing No Report Generation 	Payment Cycle <ul style="list-style-type: none"> No Ad Hoc Requests No Data Pushing No Report Generation FY06 ADMS Statewide Aggregation Districts Only	Payment Cycle <ul style="list-style-type: none"> No Ad Hoc Requests No Data Pushing No Report Generation 	Payment Cycle <ul style="list-style-type: none"> No Ad Hoc Requests No Data Pushing No Report Generation FY06 ADMS Statewide Aggregation Districts Only	

Sunday 3/12	Monday 3/13	Tuesday 3/14	Wednesday 3/15	Thursday 3/16	Friday 3/17	Saturday 3/18
					SDDI & SAIS Online shut down for March mid-month data processing.	
	Ad Hoc Requests <ul style="list-style-type: none"> Aggregations Data Pushing Reports FY06 ADMS Statewide Aggregation Districts & Charters	Ad Hoc Requests <ul style="list-style-type: none"> Aggregations Data Pushing Reports 	Ad Hoc Requests <ul style="list-style-type: none"> Aggregations Data Pushing Reports FY06 ADMS Statewide Aggregation Districts & Charters	Ad Hoc Requests <ul style="list-style-type: none"> Aggregations Data Pushing Reports 	Ad Hoc Requests <ul style="list-style-type: none"> Aggregations Data Pushing Reports <p>At 5:00pm: SDDI & SAIS OnLine taken Offline</p> FY06 ADMS Statewide Aggregation Districts & Charters	FY06 SPED Statewide Aggregation Districts & Charters <ul style="list-style-type: none"> Begin FY06 Statewide ADMS Data Push Districts & Charters FY06 ELL Statewide Aggregation Districts & Charters